



MEMORANDUM

TO: All Superintendents

FROM: Melissa K. Ambre, Director
Office of School Finance

DATE: April 16, 2010

SUBJECT: Annual Financial Report

I.C.5-3-1-3 requires the secretary of each school corporation to publish an Annual Financial Report. The Report must be published one time annually, **not earlier than August 1 or later than August 15 of each year**. The statute also requires the Department of Education to develop guidelines for the preparation and form of the Report and to provide assistance to school corporations in preparation of the Report.

This year we are again posting the instructions, helpful hints and the sample form for completing the report on the School Finance web page. You can reach the website at: <http://www.doe.state.in.us/finance/welcome.html>. Please be sure that the individual(s) responsible for the completion of this report know of the availability of this document on the web, as **no paper copy is being sent**.

Please be sure to include receipts and expenditures in fund 7950 (Fiscal Stabilization) on the report.

I.C. 5-3-1-3(g) states that each school corporation shall submit a copy of the Annual Financial Report to the Department of Education, and that the Department shall make it available for public inspection. Please mail your Annual Financial Report on or before August 31, 2010, to the Office of School Finance, 151 W. Ohio Street, Indianapolis, IN 46204-2798. The Reports will be made available for public inspection in the Department of Education's Professional Library.

If you have questions concerning the Annual Financial Report, please contact Peggy Smith or me at (317) 232-0840.